



THE NATIONAL ACADEMY OF TELEVISION ARTS & SCIENCES OHIO VALLEY CHAPTER



EMMY® EXPRESS: Step-by-Step

Emmy® Express Entry Log In

- *Log in using your member number or email address and your password.
- *If you aren't already in our database, you can become a member or simply sign up as a "registered user." Links are provided.

Emmy® Entry Info, Part 1

- *Your contact information and member status will be displayed at the top of the page along with a list of any entries you've already submitted.
- *Type in the entry title. Reminder **don't use quotes or all caps** for your entry title
- *Select the category for the entry.
- *Select submitting organization from drop-down or type it in.
- *If you are using the "station dashboard" you'll want to select the organization from the drop-down menu

Emmy® Entry Info, Part 2

- ***Required Info:** length, producing organization, airdate and station first aired or URL.
- * No drop down menu for Producing Organization, but if it's the same as submitting organization you can "copy and paste" from above
- *You **must enter month, day and year for the airdate in this format: mm-dd-yyy**. If you can't remember the exact date, make your best guess. **For composites** enter the earliest airdate of items included on entry.
- *Entry Summary/Description/Précis is not required, but suggested. If you plan to include the info type it in here. It will print out on the entry form.
- *Submitter's information will already be pre-filled. *This is the person typing in the info.*
- ***If the submitter is an entrant on the entry, make sure the box at the bottom of the page has a check-mark.** *The submitter's info will then be auto-filled in the "Entrant 1" fields in the next step.*
- ***If you are not an entrant on the entry, make sure you "un-check" the box at the bottom of the page.**

Add Entrant Info

- *On this page you will: **enter entrant info, verify memberships or delete entrants**
- * **REQUIRED fields:** Entrant's name, email address and role for the entry
- *If the submitter is an entrant and the box was checked on the previous page, that person's information will already be filled in.
- ***QUICK ADD:** This is a great feature to quickly auto-fill and entrant's information and verify his/her membership. **Add a new entrant** by entering the person's email address OR the person's member number and last name. Click "Add Entrant." If the person is already in our database, the info will be added at the end of the entrant list. **If the person is not in our database**, the email address will be filled in but you'll need to type in the person's name. Address & phone number are optional, but if you have that info please provide it.
- ***IMPORTANT:** You **MUST** click "Save Entrant Data" before proceeding to the next step. Once you "save entrant data" memberships will be verified and current member status will be displayed in red for all entrants.
- ***NOTE:** If any of the entrants need to renew their memberships or become members, you can have them do so at any time. Then re-verify the memberships the revised entry fees.
- ***REMINDER:** You **MUST** type in entrant's "role in the entry." This information is not auto-filled and is required before you can submit the entry. If you forget to do this, you will get an error message when you click on "go next step." You will need to go back and fill in the info. Once all required fields are filled in, you'll need to re-verify the memberships before you can proceed. The easiest way to do this is to click on "Save Entrant Data."



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Entry Review

- *Check the “Fee Summary” to confirm the correct entry rate has been assigned to each entrant.
- *Review the “Entry Information” to ensure it is correct.
- *If you need to make a correction, use the “Go Back to Previous Page” Button.
- *If you want to modify the order of the entrants, you can do so in the “entrants” box at the bottom of the page. Just click and drag the entrants in the order preferred.

View Invoice

- *Confirms a copy of the entry was emailed to submitter’s email address.
- ***NOTE:** All entrants on the entry will receive an emailed copy of the entry.
- *If you have additional entries to submit, click on “Add Another Entry.”
- *If you’re done submitting entries, click on “Go to Next Step.”

Choose a Payment Option

- *Select your payment option – either a single payment or multiple payments.
- *Depending on the option you select you’ll be given additional payment options as indicated below.
- ***NOTE:** Do you have any **Appreciation Certificates** you’d like to redeem? **BEFORE** you pay for your entry, send an email to: chousley@ohiovalleyemmy.org Include the **invoice # (or, the entry #, entry title and category), name on the appreciation certificate, certificate #** You’ll receive an email when your invoice has been adjusted and ready for payment.

Option 1: Submit Single Payment

- *Select this option to pay for all items on your invoice with a single payment.
- *Select your payment method: credit card or check.
- ***Pay by “Credit Card”** will take you to a secure payment page where you will enter your credit card information. *Make sure your street address and zip code match what’s on file for your credit card.*
- ***Pay by “Check”** will take you to a screen where you will enter the name on the check you will be sending for payment of the invoice.
- *Once payment has been made, you will see a “Payment Summary” page. You can print your entry form, labels, and a copy of the invoice from this page.

Option 2: Submit Multiple Payments

- *Select this option to use any combination of check and/or credit card payments.
- ***NOTE:** An “Emmy® Express – Request for Payment” email will be sent to all entrants on the entry/entries with a link to make payment.
- *The next page allows you to **choose the items you want to pay for**. Just click on the box next to each of the entry fees you want to pay for with that particular payment.
- *Click on “Calculate Total Payment.” The amount to be paid will be shown.
- * Click on “Back to Reselect” if you need to make changes.
- *When correct, click on “Pay by Check or Credit Card.”
- *Select your payment option: Credit Card or Check.
- ***Pay by “Credit Card”** will take you to a secure payment page where you will enter your credit card information. *Make sure your street address and zip code match what’s on file for your credit card.*
- ***Pay by “Check”** will take you to a screen where you will enter the name on the check you will be sending for payment of the invoice.
- *Once payment has been made, you will see a “Payment Summary” page. You can print your entry form, labels, and a copy of the invoice from this page.
- *To **“Make Another Payment”** click on the link at the bottom of the page.



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Summary and Printing Options

- *You'll end up on this page either after you've paid for your entry/entries.
- *Click on "**Print Entry**" to print out a copy of your completed entry form. **PRINT 2 COPIES**
- *Click on "**Print Label**" to print out a copy of the label to attach to your DVD case. **PRINT 1 COPY**
There are 2 labels on the page, one for each of the 2 DVD copies of your entry that you will be sending.
- *Click on "**Printable Invoice**" to print a copy of your invoice. **PRINT 2 COPIES**
One copy to send with your entry and one for your records.
- *Click on "**Get Printable and Emailed Payment Instructions to Pay by Check**" (if paying by check) to get info about where to send your check and entry or to get an emailed reminder about paying for your entry.

Email Confirmation

All entrants listed on the entry, as well as the submitter if he/she is not an entrant, will receive an email confirmation of the entry.

The email will include the following links:

- **Use this link to modify your entry until March 8, 2010.*
- **Use this link to print pre-filled labels*
- **Use this link to print a copy of your entry (actually just your entry form!)*
- **If you still need to pay, use this link to go to the payment process*

The email will also have your entry info as well as your invoice #.

Have questions? Need help?

Contact: Cherie Housley, Emmy® Awards Administrator

Email: chousley@ohiovalleyemmy.org

Phone: 937-233-3303



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Links

Ohio Valley Chapter Website: www.ohiovalleyemmy.org

Ohio Valley Chapter Emmy page: www.ohiovalleyemmy.org/emmys

Member Log In, Membership Renewal & Profile Update:
http://emmyexpress.com/membership_login.php?c=19

New Member Application: http://emmyexpress.com/membership_application.php?c=19

Membership Info

Obtaining Member Numbers for Entrants:

For Entrants Who Are Current Members

Current members can retrieve their membership number by logging into the Membership System:
http://emmyexpress.com/membership_login.php?c=19

If they do not know their password, there is an option on the login page for the password to be emailed to the email address on file. Once logged in, they can obtain the member number.

For Expired Members Who Want to Renew

Expired members can renew their membership and obtain their member number by logging into the Membership System: http://emmyexpress.com/membership_login.php?c=19 and completing the renewal process. If they do not know their password, there is an option on the login page for the password to be emailed to the email address on file.

For Entrants Joining Now As New Members

Any entrants who wish to join now (which will allow them to get member rates on Emmy entry fees) may fill out the New Member Application online form:

http://emmyexpress.com/membership_application.php?c=19

Once their membership has been paid, they will receive an email with their member number and the system will display their new member number during the application process.

Documents Available on the Chapter Website

The 2010 Call for Entries

Emmy® Express FAQ

Emmy® Express “Step-by-Step”

Emmy® Entry FAQ

“How to Win an Emmy®”